

2016 – 2017 GCN TRAINING LIST
Millville Public School District – NJ Mandatory Training Topics

CULVER & ADMINISTRATION STAFF = TEACHERS, INSTRUCTIONAL AIDES, COUNSELORS, NURSES AND THERAPIST/PSYCHOLOGIST					
TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	School Security / Safety	No Module Principal leads training	Culver Admin & Staff	Annually	Faculty Mtg September
2	AED / Janet's Law	No Module MERT	Culver Admin & Staff	Annually	Faculty Mtg September
3	ADHD (26 min)	ADHD (26 min)	Staff & Instructional Aides	Annually	Dec 16
4	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Culver Admin & Staff	Annually	Oct 31
5	Substance Abuse (12 min)	Alcohol & Drug Awareness for Employees	Admin & Staff	Annually	Feb 6
6	Allergy Management (18 min)	Allergy Management/Food Allergies	Staff	Annually	Nov 4
7	Harassment, Intimidation, and Bullying (34 min & 18 min)	Anti-Bullying Bill of Rights -and- Cyberbullying	Culver Admin & Staff	Annually	Oct 14 & Feb 6
8	Asthma (18 min)	Asthma	Admin & Staff	Annually	Nov 4
9	Autism (23 min)	Autism	Special Ed Teachers Therapist/Psych	Annually	Nov 7
10	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Culver Admin & Staff	Annually	Oct 14
11	Potentially Missing, Abused or Neglected Children (20 min)	Child Abuse – NJ	Culver Admin & Staff	Annually	Dec 18
12	Confidentiality (14 min)	Confidentiality	Culver Admin & Staff	Annually	Dec 18
13	Diabetes (Nurse will turnkey where needed)	Diabetes Awareness	Nurse	Annually	Dec 18
14	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	Culver Admin & Staff	Annually	Sept 25
15	FERPA (18 min)	FERPA	Staff	Annually	Feb 5
16	Fire Extinguishers (21 min)	Fire Extinguishers	Staff	Annually	Feb 5
17	Gang Awareness (13 min)	Gang Awareness	Culver Admin & Staff	Annually	Feb 5
18	Playground Supervision (10 min)	Playground Supervision	Classroom Aides	Annually	Oct 31
19	Professionalism (13 min)	Professionalism (Conduct & Appearance)	Staff	Annually	Oct 17
20	Dyslexia (120 min)	Reading Disabilities/Dyslexia	Staff	Annually	March 4
21	Section 504 (20 min & 25 min)	Section 504 Part I & II	Staff	Annually	Dec 16
22	Slip & Fall Prevention (11 min)	Slip & Fall Prevention (11 min)	Staff	Annually	Jan 16
23	Social Media Procedures (12 min)	Social Media Procedures	Staff	Annually	Sept 23
24	Teen Dating Violence (15 min)	Teen Dating Violence	Lakeside, HS, Admin, Counselors & Nurses	Annual	Nov 4

NEW HIRES (ONLY) – These modules are in addition to those listed in the section that pertains to your job title					
TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Classroom Management (15 min)	Classroom Management Elementary or High School	All NEW Teaching Staff	1 st year	Nov 4
2	Suicide Awareness (16 min)	Suicide Prevention	ALL NEW Admin & Staff	Once every 5 years	Oct 31
CAFETERIA WORKERS & AIDES					
TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Allergy Management (18 min)	Allergy Management/Food Allergies (21 min)	Cafeteria & Aides	Annually	TBD by Food Service Supervisor
2	Back Safety (English or Spanish Version) (21 min)	Back Safety (21 min)	Cafeteria & Aides	Annually	
3	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Cafeteria & Aides	Annually	
4	Civil Rights (16 min)	Civil Rights – NJ (15 min)	Cafeteria & Aides	Optional	
5	Food Safety (22 min)	Food Safety (22 min)	Cafeteria & Aides	Annually	
6	Hand Washing (8 min)	Hand Washing (8 min)	Cafeteria & Aides	Optional	
7	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Cafeteria & Aides	Annually	
8	Slip & Fall Prevention (11 min)	Slip & Fall Prevention (11 min)	Cafeteria & Aides	Annually	
COMPUTER DEPARTMENT					
TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Substance Abuse (12 min)	Alcohol & Drug Awareness For Employees	Computer Dept.	Annually	Feb 6
2	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Computer Dept.	Annually	Oct 14
3	Confidentiality (14 min)	Confidentiality	Computer Dept.	Annually	Dec 18
4	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	Computer Dept.	Annually	Sept 25
5	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Computer Dept.	Annually	Oct 31
6	Social Media Procedures (12 min)	Social Media Procedures	Computer Dept.	Annually	Sept 23
CUSTODIANS & MAINTENANCE					
TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Asbestos (2 hrs)	Asbestos Awareness (2 hrs)	Custodians & Maintenance	Before Start Date	TBD by Facilities Manager
1a	Asbestos (20 min)	Asbestos Refresher (20 min)	Custodians & Maintenance	Annually	
2	Back Safety (21 min) (English or Spanish Version)	Back Safety (21 min)	Custodians & Maintenance	Annually	
3	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Custodians & Maintenance	Annually	

4	Cleaning Chemicals (14 min)	Cleaning Chemicals	Custodians & Maintenance	Annually	
5	Forklift Safety (21 min)	Forklift Safety	Warehouse Only	Annually	
6	Hand tool Safety (23 min)	Hand tool Safety	Custodians & Maintenance	Annually	
7	Hazard Communications (32 min)	Hazard Communication PEOSH – NJ	Custodians & Maintenance	Annually	
8	Ladders (13 min)	Ladder Safety	Custodians & Maintenance	Annually	
9	Lock Out – Tag Out (19 min)	Lock Out – Tag Out	Custodians & Maintenance	Annually	
10	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Custodians & Maintenance	Annually	

SECRETARIES

TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Confidentiality (14 min)	Confidentiality	All Secretaries	Annually	Dec 18
2	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	All Secretaries	Annually	Oct 14
3	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	All Secretaries	Annually	Sept 25
4	Professionalism (13 min)	Professionalism (Conduct & Appearance)	All Secretaries	Annually	Oct 17
5	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	All Secretaries	Annually	Oct 31
6	Social Media Procedures (12 min)	Social Media Procedures	All Secretaries	Annually	Sept 23

SECURITY AIDES

TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Substance Abuse (12 min)	Alcohol & Drug Awareness for Employees	Security Aides	Annually	Feb 6
2	Harassment, Intimidation, and Bullying (34 min & 18 min)	Anti-Bullying Bill of Rights -and- Cyberbullying	Security Aides	Annually	Oct 14 & Feb 6
3	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Security Aides	Annually	Oct 14
4	Confidentiality (14 min)	Confidentiality	Security Aides	Annually	Dec 18
5	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	Security Aides	Annually	Sept 25
6	Fire Extinguishers (21 min)	Fire Extinguishers	Security Aides	Annually	Feb 5
7	Gang Awareness (13 min)	Gang Awareness	Security Aides	Annually	Feb 5
8	Professionalism (13 min)	Professionalism (Conduct & Appearance)	Security Aides	Annually	Oct 17
9	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Security Aides	Annually	Oct 31
10	Social Media Procedures (12 min)	Social Media Procedures	Security Aides	Annually	Sept 23

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OPTIONAL TRAININGS

TRAINING TOPIC		GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Behavioral Interventions (15 min)	Behavioral Interventions for Students with Disabilities	Anyone	Optional	N/A
2	Civil Rights (16 min)	Civil Rights – NJ	Anyone	Optional	N/A
3	Hand Washing (8 min)	Hand Washing	Anyone	Optional	N/A
4	Mental Illness (9 min)	Mental Illness Awareness for Employees	Anyone	Optional	N/A
5	Needs of Expecting & Parenting Youth (18 min)	Needs of Expecting & Parenting Youth	Anyone	Optional	N/A
6	Conflict Resolution (22 min)	Peer Counseling, Anti-Violence & Conflict Resolution Programs	Anyone	Optional	N/A
7	Seizure Disorders (21 min)	Seizure Disorders	Anyone	Optional	N/A